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GETTING STARTED

Step 1 Define HTS Code	You must define HTS codes prior to any ISF submission Valid HTS (HS) codes can be found at http://hts.usitc.gov/
Step 2 Define Parties	Defining party details is optional, but highly recommended for frequently used parties
ISF Submission	Every ISF submission requires at the minimum a Manufacturer, Consignee, Ship To Party, Consolidator, Cargo Stuff Location, Buying Party, Selling Party
NOTES	

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ISF Submission	(•) Add, Delete, Replace ISF	( ) Pending ISF Report		
ISF Data Definitions	( ) Parties	( ) HTS Codes		
ISF Reports	( ) ISF Receipt	( ) ISF BOL Log	( ) Transmission Log	( ) ISF Download
ISF Profile	( ) ISF Profile Update			

ISF Submission	• Add, Delete, Replace ISF - Allows user to create, update or delete an ISF shipment • Pending ISF Report – This is a valuable tool for tracking ISF shipments that were not accepted by U.S. Customs
ISF Data Definitions	Allows user to setup frequently used parties and HTS Codes Parties ▪ Manufacturers ▪ Selling Party ▪ Buying Party ▪ Ship To Party ▪ Container Stuffing Location ▪ Consolidator ▪ Consignee ▪ Booking Party (only for FROB, TE, IE) HTS Codes ▪ Must be valid HTS code, the link below provides a list of valid HTS codes http://hts.usitc.gov/

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ISF Receipt	Allows user to create a report with key ISF details that can be sent to parties to related to ISF submission, report includes ISF transaction number provided by U.S. Customs, if the ISF shipment was ACCEPTED
ISF BOL Log	Allows user to review a complete history of U.S. Customs response9s) for an ISF shipment
Transmission Log	Allows user to create a ISF transmission report within a given date range
Download ISF	Allows user to retrieve ISF responses based on date range

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PARTIES

Add Main Menu

Type	Name	Id	City	Country	Action
MF	ABC MANUFACTURING		KOWLOON, HONG KONG	CHINA	Edit Delete

Add Main Menu

Add	Allows user to create new party information
Edit	Allows user to modify existing party information
Delete	Allows user to delete (remove) existing party information
Main Menu	Returns user to ISF Main Menu

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PARTY DETAIL

Action	**ADD**
Type	Manufacturer/Supplier
Name	
Secondary Name	Alternative Addressee
Identifier Number	Identifier Code N/A
Address	
City	
Postal Code	
Country	- -- Select From List --
Country Sub Code (State,Province)	
Custom Code	

Type	Select the appropriate type from the drop down list
Name	Enter complete name of party, maximum 35 characters
Secondary Name	Enter secondary name if applicable, if secondary name is entered, the secondary name type must be defined
Identifier Number	Required only for Consignee. Recommended to be blank for all other Party Types. Valid Formats EIN (IRS No.)..... NN-NNNNNNN CBP Assigned Number..... YYDDPP-NNNNN Social Security Number..... NNN-NN-NNNN Encrypted Number (Ultimate Consignee Only)..... -CCCCCCCCCCC Where N=Number, X=Alphanumeric, YY=Last two digits of the calendar year when the number is assigned, DDPP=district/port code where the number is assigned, C=Character

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Identifier Code	Valid Party Identifier Qualifiers. EI..... EIN (IRS number) ANI..... CBP-assigned Number for Consignee CIN..... CBP encrypted Consignee ID 34..... Social Security Number DUN..... DUNS Number DNS..... DUNS+4 Number FR..... FIRMS code N/A..... Required for Blank Identifier Number
Address	Please note the first line of the address must be completed, maximum 35 characters per line
City	City name is required, maximum 35 characters
Postal Code	Leave blank if no postal code is available, maximum 15 characters
Country	Select country from drop down list
County Sub Code	State for United States, Province for Canada, Mexico, etc. Valid Sub Codes Available At: http://www.unece.org/cefact/locode/service/sublocat.htm

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HTS CODES

Add | Main Menu | Description | Search

HTS Code	Description	Product ID	Action
151530	CASTOR OIL		Edit Delete

Add | Main Menu

Search Capability	Select one of the following search options: HTS code, Description or Product ID then enter all or part of the search criteria then click SEARCH
Add	Allows user to create new HTS code
Edit	Allows user to modify existing HTS code
Delete	Allows user to delete (remove) existing HTS code
Main Menu	Returns user to ISF Main Menu

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HTS CODE DETAIL

Action	**ADD**
HTS Code	HTS LOOK-UP
Description (**If Blank, HTS Master description will be used**)	
Product ID	

HTS Code	Enter 6 digit HTS Code, click red HTS LOOK-UP get valid HTS codes http://hts.usitc.gov/
Description	Enter description for HTS code, does not have to be technical and is not transmitted to U.S. Customs
Product ID	Enter your product ID reference for the HTS code, this information is not transmitted to U.S. Customs
Main Menu	Returns user to ISF Main Menu

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ISF SUBMISSION – BILL OF LADING DEFINITION/SELECTION

Action	New ISF Shipment
Bill of Lading **(Must include SCAC)**	
Copy from Bill of Lading or Our Reference **(Optional)**	

Action	Options • New ISF Shipment – create a new ISF shipment, the bill of lading number must NOT exist in system. • Replace Existing ISF Shipment – Modify or View an existing ISF shipment • Deactivate Existing ISF Shipment – Cancel an existing ISF shipment. Deactivated ISF shipments will not be removed from the system.
Bill of Lading	Enter master or house bill of lading number, no spaces or special characters. Remember to include SCAC code at the beginning of the bill of lading number, the SCAC code is usually four characters. If you are not sure if the bill of lading number includes the SCAC code, contact the carrier or NVOCC and ask them "does bill of lading number include SCAC?"
Copy from Bill of Lading	Enter existing bill of lading number to use as a template, the header details, additional reference(s), container(s), parties and HTS code details will automatically be copied to the new ISF shipment. The user can make any necessary changes to the new ISF shipment without affecting the old ISF shipment.

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ISF SUBMISSION – HEADER

Action	**Replace ISF**
Bill of Lading	**NBLAX021322**
ISF Type *	ISF10
Bill of Lading Type *	House Bill of Lading
Shipment Type *	Standard Filing
Transaction Type *	Complete Transaction
ISF Importer Code *	EIN (IRS No.) - (NN-NNNNNNN)
ISF Importer No. *	77-0622272 **Valid Formats = NN-NNNNNN00, YYDDPP-NNNNN, NNN-NN-NNNN**
Passport DOB (mm/dd/yyyy) **(C)**	
Passport Country **(C)**	--- Select from List ---
Carrier Code **(O)**	(SCAC)
Use Third Party ISF Bond	No If **YES**, ISF Bond Holder must be blank and Surety Code required on Next Page If **NO**, ISF Bond Holder must be entered and is usually the same as the ISF Importer No. entered above, **except** Household Goods Shipment Type
ISF Bond Holder	77-0622272 **Valid Formats = NN-NNNNNN00, YYDDPP-NNNNN, NNN-NN-NNNN**
ISF Bond Holder Activity Code	Importer or Broker
ISF Bond Type	Continuous

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Master Bill of Lading **(O)**	
Foreign Port of Unlading (U/N Location Code) **(ISF5)** Look-Up U/N Location Code	
Place of Delivery (U/N Location Code) **(ISF5)** Look-Up U/N Location Code	
Our Reference No. **(O)**	
Additional References **(O)**	0
Number of Container(s) **(O)**	0
*** - Required** **(O) - Optional** **(C) - Conditional**	

Bill of Lading Type	Options • Ocean Bill of Lading – used for master or regular bills of lading • House Bill of Lading – used for house bill of lading, house bill of lading is usually provided by a NVOCC or Co-Loader
ISF Type	Options • ISF10 • ISF5

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Shipment Type	Options • Standard Filing • To Order Shipments • Household Goods/Personal Affects • Military, Government • Diplomatic Shipment • Carnet • US Goods Returned • FTZ Shipments • International Mail Shipment
Transaction Type	Options • Complete Transaction (CT) – all data is present, no special flexibility rules apply. If CT is used, the ISF can be updated if necessary, but U.S. Customs does not require the ISF to be updated. • Flexible Range (FR) – a range of data for the Manufacturer, Ship To party, Country of Origin, or HTS number has been provided. The ISF MUST be updated as soon as better information becomes available, but never later than 24 hours prior to arrival. If FR is used, U.S. Customs expects to receive a timely update. • Flexible Timing (FT) – the Consolidator and/or Container Stuffing Location has not been provided. The ISF MUST be updated as soon as better information becomes available, but never later than 24 hours prior to arrival. If FT is used, U.S. Customs expects to receive a timely update. • Flexible Range and Timing (FX) - the rules of Flexible Range and Flexible Timing listed above are applied to ISF shipment.
ISF Importer Code	Options • EIN (IRS No.) • CBP Assigned Number • Social Security Number • Passport Number – when selecting this code user must enter additional information: Date of Birth on Passport, Passport Issuing Country • Carrier SCAC (ISF5 only)

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ISF Importer No.	Valid Formats EIN (IRS No.)..... NN-NNNNNNN CBP Assigned Number..... YYDDPP-NNNNN Social Security Number..... NNN-NN-NNNN Passport.....
DOB (mm/dd/yyyy)	Required if ISF Import Code equals Passport
Passport Country	Required if ISF Import Code equals Passport
Carrier Code	Enter valid carrier SCAC code, this field is optional
Use ISF Bond	If value = 'Yes', the ISF Bond Holder must be blank and Surety Code is required in Additional References If value = "No", the ISF Bond Holder must be entered.
ISF Bond Holder	This field is required if the Use ISF Bond field equals "No". The ISF Bonder is usually the same value as the ISF Importer No.
ISF Bond Holder Activity Code	Options • Importer or Broker • Custodian of Bonded Merchandise • International Carrier • Foreign Trade Zone Operator • ISF Bond
ISF Bond Type	Options • Continuous • Single Transaction
Master Bill of Lading	Enter carrier master bill of lading number, this field is optional
Foreign Port of Unlading	U/N location code which is five consecutive characters, use http://www.unece.org/cefact/locode/service/location.htm to look up location on U/N website
Place of Delivery	U/N location code which is five consecutive characters, use http://www.unece.org/cefact/locode/service/location.htm to look up location

	on U/N website
Our Reference No.	Enter your reference number, this field is optional
Additional References	Enter number of additional references to be defined, if USE ISF Bond = 'Yes', then minimum value must be one, zero is a valid value
Number of Container(s)	Enter number of containers to be defined, zero is a valid value, this field is optional

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ISF SUBMISSION – REFERENCE & EQUIPMENT

Bill of Lading	TEST01						
REFERENCE			**EQUIPMENT**				
Code	Number	Delete	Code	Prefix	Number	Check Digit	Delete
Surety Code	v12345678	☐	40' (CLOSED TOP)	maeu	123456	7	☐

Reference Code	Valid Selections ▪ US CBP Entry Number ▪ Master Bill of Lading Number ▪ ISF Bond Number ▪ Surety Code
Reference Number	Enter valid reference number related to reference code
Reference Delete	By checking delete and clicking Next button reference record will be removed
Equipment Code	Valid Selections (Other codes can be added upon request) ▪ 20’ (OPEN TOP) ▪ 20’ (CLOSED TOP) ▪ 40’ (OPEN TOP) ▪ 40’ (CLOSED TOP) ▪ OTHER CONTAINER ▪ FLAT BED TRAILER
Equipment Prefix	Enter first four characters of the container number, this is usually the carrier SCAC code
Equipment Number	Enter container serial number
Equipment Check Digit	Enter container check digit, if applicable
Equipment Delete	By checking delete and clicking Next button equipment record will be removed

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ISF SUBMISSION – PARTIES

Bill of Lading		**TEST01**		
Type	Name	City	Country	Action
MF	ABC MANUFACTURING	KOWLOON, HONG KONG	CHINA	Edit Delete
ST	ARIZONA RETAILERS	TEMPE	UNITED STATES	Edit Delete
CS	CARGO CONSOLIDATORS	HONG KONG	CHINA	Edit Delete
LG	CSL CARGO	HONG KONG	CHINA	Edit Delete
BY	LMN BUYING PARTY	SCOTTSDALE	UNITED STATES	Edit Delete
CN	LONGHORN DIVISION	AUSTIN	UNITED STATES	Edit Delete
SE	XYZ SELLING PARTY	HONG KONG	CHINA	Edit Delete

Add Party | Next | Main Menu

Add Party	Add party information to ISF submission
Next	Move to HS code section
Edit	Edit party information related to ISF submission
Delete	Delete (remove) party from ISF submission

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Main Menu	Returns user to ISF Main Menu
IMPORTANT NOTES	Every ISF submission requires at the minimum ▪ Manufacturer ▪ Consignee ▪ Ship To Party ▪ Consolidator ▪ Cargo Stuff Location ▪ Buying Party ▪ Selling Party
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ISF SUBMISSION – PARTY DETAIL

Action	**ADD**
Bill of Lading	**SWIJMSXNYK9DL026804**
Search By Party Name	Search ISF Party Database
Existing Parties	--- Select from list --- **You can select an Existing Party then Change Type Below To Copy Details (Except Type) From That Party** **Please Note if Type Selected Below is Consignee, Identifier Number and Code is Required**
Also Create	Manufacturer Seller Consolidator Container Stuffing Location Buyer Ship To
Type	-- Select From List --
Name	
Secondary Name	Alternative Addressee
Identifier Number	Identifier Code N/A

***** TIP DEFINITION *****
Identifier Number and Identifier Code should ONLY be defined for CONSIGNEE
All other types should have BLANK Identifier Number and N/A Indentifier Code

EXCEPTION:
Manufacturer defined ONLY by DUNS or DUNS+4 Identifier Number

Address	
City	
Postal Code	

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Country	- --- Select from list ---
Country Sub Code (State, Province)	

Search By	Search criteria options include party name or party custom code then enter all or part of the search data then click SEARCH ISF PARTY DATABASE to populate Existing Parties with search criteria. If the user clicks the SEARCH button with no value in the search field, the Existing Parties list will display all available Party details
Existing Parties	Select from list of pre-defined parties to eliminate additional data entry
Also Create	This row ONLY displays when ADDING a party and allows the user to create additional Party records for the selected EXISTING PARTY thus eliminating the new to click ADD PARTY again. For example, if the user selects a CONSIGNEE from the Existing Parties and clicks BUYER and SHIP TO and clicks SAVE, the system will automatically create THREE records.
Type	Options • Manufacturer • Seller • Consolidator • Container Stuffing Location • Consignee • Buyer • Ship To
Name	Enter complete name of party, maximum 35 characters
Secondary Name	Enter secondary name if applicable, if secondary name is entered, the secondary name type must be defined
Identifier Number	Required only for Consignee type, other types should be BLANK Valid Formats EIN (IRS No.)..... NN-NNNNNNN CBP Assigned Number..... YYDDPP-NNNNN

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	Social Security Number..... NNN-NN-NNNN Encrypted Number (Ultimate Consignee Only)..... -CCCCCCCCCCC Where N=Number, X=Alphanumeric, YY=Last two digits of the calendar year when the number is assigned, DDPP=district/port code where the number is assigned, C=Character
Identifier Type	Valid Party Identifier Qualifiers. Types, EXCEPT Consignee, should be N/A unless defining by DUNS or DUNS+4 number EI..... EIN (IRS number) ANI..... CBP-assigned Number for Consignee CIN..... CBP encrypted Consignee ID 34..... Social Security Number DUN..... DUNS Number DNS..... DUNS+4 Number FR..... FIRMS code N/A..... Not Applicable
Address	Please note the first line of the address must be completed, maximum 35 characters per line
City	City name is required, maximum 35 characters
Postal Code	Leave blank if no postal code is available, maximum 15 characters
Country	Select country from drop down list
County Sub Code	State for United States, Province for Canada, Mexico, etc. Valid Sub Codes Available At: http://www.unece.org/cefact/locode/service/sublocat.htm

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ISF SUBMISSION – HS CODES

Bill of Lading	**TEST01**		
HTS Code	Manufacturer	Country	Action
1003004010	ABC MANUFACTURING	CHINA	Edit Delete

Add HS Code | Transmit to CBP | Main Menu

Add HS Code	Add HS code details to ISF submission
Transmit to CBP	Move to CBP Transmission Confirmation
Main Menu	Returns user to ISF Main Menu
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ISF SUBMISSION – HS CODE DETAIL

Action	**EDIT**
Bill of Lading	**TEST01**
HS Code	1003004010 - BARLEY SEED
Manufacturer	ABC MANUFACTURING
Country	CN - CHINA

Save Main Menu

HS Code	Select from pre-defined HS code list
Manufacturer	Select from available Manufacturers defined in ISF submission
Country	Select country from drop down list
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ISF SUBMISSION – CONFIRM TRANSMISSION

Bill of Lading	**TEST01**
Action	**Update ISF**

Confirm Tranmission | Main Menu

Confirm Transmission	Click Confirm Transmission to transmit ISF to CBP and receive internal control number
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ISF SUBMISSION – CONFIRM TRANSMISSION

Bill of Lading	**TEST01**
Internal Reference	**ISF1383019**
Status	**Transmission Completed!**

Return to ISF Submission | Main Menu

Confirmation	
Internal Reference	CDM's internal transaction number, not to be confused with ISF Transaction Number
Status	Either Transmission Completed! -or- Transmission Failed!
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ISF STATUS

Bill of Lading	

Continue | Main Menu

Bill of Lading	Enter bill of lading number to check ISF status
NOTES	

Bill of Lading	**X20090020427**				
ISF No.	Date	Time	Type	Code	Response
7CDM20090344513	02/12/2009	11:47	02		ISF ACCEPTED

Return to ISF Status | Main Menu

ISF No.	The is the acceptance confirmation number received from CBP that you will provide as proof of submission and acceptance
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ISF DOWNLOAD

Beginning Date	01/13/2009 **(mm/dd/yyyy)**
Ending Date	02/12/2009 **(mm/dd/yyyy)**

Continue Main Menu

Beginning Date	Enter beginning date
Ending Date	Enter ending date
NOTES	System will pull the following details based on CBP response date ▪ Bill of Lading ▪ ISF Transaction Number ▪ Response Date ▪ Response Time ▪ Type - 01 = Data Rejected with error(s) - 02 = Data Accepted (error free) - 03 = Data Accepted with Warning ▪ Code ▪ Message

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